

**Functional Series 600
Budget and Finance**

INTERIM UPDATE 04-02

SUBJECT: Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA) Obligations, to be included in ADS 621

NEW MATERIAL: The purpose of this Policy Notice is to add two additional obligations - the Foreign Transfer Allowance (FTA) and the Home Service Transfer Allowance (HSTA) - to ADS 621 and to explain to employees what documentation is required for obligation and payment purposes.

EFFECTIVE DATE: 02/10/2004

ATTACHMENTS

[Attachment 1](#) [SF-1190, Foreign Allowances Application, Grant and Report](#)
[Attachment 2](#) [AID 621-1, Application for Advance of Allowances](#)

POLICY

USAID/General Notice
M/MPI and M/HR/PPIM/PP
02/24/2004

SUBJECT: Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA) Obligations, to be included in ADS 621

ADS 621, Obligations, outlines the most common types of obligations and subobligations, as well as the minimum documentation that is required in order to establish each as a valid obligation. The purpose of this Policy Notice is to add two additional obligations

- the Foreign Transfer Allowance (FTA) and the Home Service Transfer Allowance (HSTA) - to ADS 621 and to explain to employees what documentation is required for obligation and payment purposes.

Both the FTA and HSTA consist of four parts: 1) miscellaneous expense, 2) wardrobe expense, 3) subsistence expense, and 4) lease penalty expense. One of the purposes of both allowances is to help the employee offset the costs of transferring, such as turning off/on the telephone, electricity, gas, and cable; converting the electrical system from 110 volts to 220 volts or vice versa; and shipping pets. Detailed information on these allowances and their component parts can be found in the Department of State Standardized Regulations (DSSR), chapters 240 and 250, respectively, as well as ADS Chapter 477, Allowances and Differentials.

The FTA is an allowance paid to an employee when he/she transfers from the U.S. to a foreign post or between two foreign posts of assignment. The allowance is for the employee's expenses related to moving out of his/her residence. A pre-departure subsistence portion including lodging, meals, and incidental expenses may be granted when an employee transfers from the U.S. to a foreign post of assignment. The pre-departure subsistence portion of the FTA does not apply to transfers between foreign posts of assignment.

To apply for the FTA, employees must complete the SF-1190, Foreign Allowances Application, Grant and Report. If the employee wishes to receive an advance before transferring from USAID/W to a foreign post of assignment, he/she must also complete an AID Form 621-1, Application for Advance of Allowances, which allows the employee to receive an advance, and forward both forms, along with the travel authorization (TA), to the responsible Executive Officer and Controller of the assigned post for funding, obligation, and authorization. The post will also process the advance and deposit it directly to the employee's bank account. Alternatively, the employee may opt to wait until he or she arrives at post and complete the SF-1190 at that time.

Employees on home leave/transfer orders spend up to three days in Washington on consultation for which they are paid per diem for meals and lodging. They must fill out an SF-1190 for the other portions of the FTA when they arrive at their new post. In a direct transfer between posts, employees go directly to post and they fill out an SF-1190 upon arrival at post.

The HSTA is an allowance paid to an employee when he/she transfers from a foreign post to a post of assignment in the United States. Employees must complete the SF-1190 upon arrival for duty and sign a certification that they agree to complete 12 months of Federal service following the effective date of their transfer to the U.S. and that failure to comply will result in repayment of the allowance. In addition, the employee must complete an AID 621-1, which is signed by the responsible staffer in the appropriate servicing team in the Bureau for Management, Office of Human Resources, Personnel Operations Division (M/HR/POD) or Executive Management Division (M/HR/EM).

The employee must forward these forms, along with the TA, to M/FM/CMP for computation of the allowance. M/FM/CMP forwards a copy of the forms to the Accounting Division (M/FM/A) to set up the obligation. After the funds are obligated, M/FM/CMP uses the original forms to process the payment. Thus, the forms serve as an application for an advance, supporting documentation for obligation, and payment voucher.

Both the SF-1190 and the AID 621-1 are available on the USAID intranet under "Tools" for employees' convenience. Click on "Forms".

This information will be added to ADS 621 in April 2004.

(Other allowances payable at post are also obligated through the SF-1190. For additional information on these allowances, please refer to the Standardized Regulations.) Employees who have specific questions regarding FTA and HSTA or other allowances in connection with their transfer to a new duty post should contact the responsible staffer in M/HR/POD or M/HR/EM who is processing their assignment.

This Policy Notice does not apply to U.S. Personal Services Contractors.

Attachment 1 - SF-1190, Foreign Allowances Application, Grant and Report
(<http://inside.usaid.gov/forms/sf1190.pdf>)

Attachment 2 - AID 621-1, Application for Advance of Allowances
(<http://inside.usaid.gov/forms/a621.doc>)

Point of Contact: Any questions concerning this Notice may be directed to Gloria White, M/MPI, at (202) 712-5339, or Joann Jones, M/HR/PPIM/PP, (202) 712-5048.

Notice 0258

File name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
iu6_0402_022704_cd35	02/24/2004	02/10/2004	N/A	ADS CD 35	The purpose of this Policy Notice is to add two additional obligations – ADS 621.

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